DOCUMENT RESUME

ED 112 030 95 CE 004 780

TITLE	Mission Possible: Fargo Area Schools Work Experience Program: Annual Report. RCU Report No. 24.
INSTITUTION	Fargo Public Schools, N. Dak.; North Dakota State Board for Vocational Education, Bismarck. Research Coordinating Unit.
SPONS AGENCY	Office of Education (DHEW), Washington, D.C.
BUREAU NO	BR-V00-32-VZ
PUB DATE	Jun 75
GRANT	OEG-0-74-1714
NOTE	111p.
EDRS PRICE	MF-$0.76 HC-$5.70 Plus Postage
DESCRIPTORS	Career Education; *Career Exploration; *Educational Programs; Letters (Correspondence); *Program Descriptions; Questionnaires; Records (Forms); School Community Relationship; School Industry Relationship; Secondary Education; *Vocational Education; *Work Experience Programs
IDENTIFIERS	Fargo Area Schools Work Experience Program; FASWEP; Mission Possible; North Dakota (Cass County)

ABSTRACT

The report describes the Mission Possible program, an alternative career exploration program for secondary school students in Cass County, North Dakota. The program is a voluntary, flexible one in which students learn about careers at "career sites" in business and industrial establishments according to the following alternatives: observation, internship, released time, holiday and vacation period employment, or part-time employment. The report includes a review (with commentary) of the program's five objectives: identifying creative work experience approaches with business, industry, community, and civic organizations; improving student and employer satisfaction; identifying alternative work experience programs; developing procedures to utilize employment information; and providing inservice activities and services. The report includes a timetable for the implementation of the program from June 15, 1975 to May 1, 1976. It also includes six recommendations for expanding the program and reassessing its objectives in light of potential expansion. The report closes with a brief summary and conclusions. Almost three-fourths of the document is comprised of the following appendixes: map of Cass County, promotional material, letters and forms, appointment reminder card, legislative documents, questionnaire results, school participation chart, status report, letters received from community participants and school administrators, and lawyer's opinion of school liability. (JR)

ED112030

FARGO AREA SCHOOLS WORK EXPERIENCE PROGRAM

MISSION POSSIBLE

ANNUAL REPORT RCU REPORT No. 24

U.S.O.E. Grant Number OEG-0-74-1714

Project Number VOO 32 VZ

Project Director - Dave Tehle

Project Coordinator - Jim Kortan

FARGO PUBLIC SCHOOLS

1104 Second Avenue South

Fargo, North Dakota 58102

June 1975

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

CE 004 780

in cooperation with

North Dakota Research Coordinating Unit

900 East Boulevard

Bismarck, North Dakota 58501

TABLE OF CONTENTS

INTRODUCTION	Page 1
RECAP OF FIRST YEARS ACTIVITIES FROM JUNE 15, 1974 TO JUNE 15, 1975	Page 2
OBJECTIVE REVIEW	Page 7
TIMETABLE OF ACTIVITIES	Page 15
IN-KIND	Page 18
RECOMMENDATIONS	Page 19
CONCLUSIONS	Page 20
SUMMARY	Page 22
BIBLIOGRAPHY	

APPENDICES

A. MAP OF CASS COUNTY
B. PROMOTIONAL MATERIAL
C. LETTERS AND FORMS
D. REMINDER CARD
E. LEGISLATIVE DOCUMENTS
F. QUESTIONNAIRE RESULTS
G. SCHOOL PARTICIPANT CHART
H. STATUS REPORT
I. LETTERS RECEIVED FROM COMMUNITY PARTICIPANTS
J. LETTERS RECEIVED FROM SCHOOL ADMINISTRATORS
K. LAWYERS OPINION OF SCHOOL LIABILITY

3/4/5

INTRODUCTION

The Fargo Area Schools Work Experience Program (FASWEP) was conceived as an attempt to provide students with alternate avenues of exploring career opportunities other than through traditional vocational education cooperative work experience programs. A student enrolled in a cooperative work experience program (CWE) has the opportunity to explore a career area through on-the-job training and related vocational education classroom instruction. CWE, however, is very limited in the number that it can accomodate because of limitations on student scheduling, extra-curricular activities, lack of consistent and reliable transportation, home and family commitments for available free time, and no need or desire to hold a part-time position. Recognizing these factors within our own school district, where the opportunity for vocational education cooperative work programs is readily available, and then looking at the rural Cass County comprised of approximately 3,000 students, grades 9-12 in 12 school districts and 40 communities ranging in population from less than 200 to 3,000 the opportunities for career awareness through CWE are extremely limited. These many factors pointed to a need to develop a delivery system which would enable secondary students from both urban and rural Cass County to participate in career awareness activities in a variety of ways. A map of Cass County is given in Appendix A.

Another area that was deemed necessary to develop was to devise a method or procedure for interpreting, understanding and effective

utilization of available employment information in a meaningful way to students, teachers, and parents. It was felt information that would indicate where the jobs were, what the salaries were, what the future outlook was for certain jobs etc., on a local, regional, and national scale, could lead to the effective placement of not only vocationally trained high school students, but all students who decided to terminate their formal education and enter the labor market. Information of this nature is available but it is scattered, heavy with statistics, and generally unavailable and foreign to the student job-seeker or his counselor.

The Fargo Area Schools Work Experience Project was then formalized into an official request for vocational funding as a research project. The application for a grant was approved to the State Board of Vocational Education from the U. S. Office of Education in the amount of $28,482 for 18-months commencing June 15, 1974. In an effort to give identity to the project, it was decided to name the program "Mission Possible" as illustrated in the promotional material located in Appendix B.

RECAP OF FIRST YEARS ACTIVITIES FROM JUNE 15, 1974 TO JUNE 15, 1975

The first quarter of the FASWEP was devoted to research and investigation of reference material, a "getting the pieces together" type of task.

Mr. Jim Kortan was employed on September 1, 1974. He was designated as Project Coordinator. A secretary was also hired at this time.

The following activities were initiated for FASWEP:

1. Development and refinement of goals and objectives of project.
2. Development of a brochure for students.
3. Development of a brochure for participating businesses.
4. Development of news releases.
5. Development of promotional posters.
6. System flow diagram.
7. Job opportunity bank.
8. Initial contact with administration of Fargo School System.
9. Initial contact with Cass County School Masters Association.

Second quarter activities included meetings with administrators of rural Cass County, Fargo North, Fargo South, Oak Grove and Shanley High Schools. The purpose of these meetings was to explain the basic concept of FASWEP and to solicit the support and participation of these administrators.

Staff meetings were held to discuss ideas for the promotional poster and brochures. Other matters, concerning class credit, news releases and a project presentation were discussed and priorities were established for each. The theme "Mission Possible" was adopted as the identifying name for the project.

Business, industry, the professions and Fargo area service clubs were contacted regarding their endorsement of Mission Possible. All

the groups contacted were optomistic about the Program and pledged their complete support.

The theme that was carried through from the poster to the brochure and other associated material was that of the Mission Possible logo. Along with the Mission Possible logo are the 15 career cluster symbols which have been identified by the U. S. Office of Education.

Many forms and letters were developed during this time which would be used during the actual operation of the Program. Samples of these are shown in Appendix C.

Completion of the printed posters and brochures took place toward the end of the second quarter. Dissemination of the Mission Possible material to the schools started before Christmas 1974. All of the schools decided to wait until after Christmas vacation before presenting the Program to the students.

The first student application received for the Mission Possible Program occurred during the first part of January, 1975. The incoming flow of applications remained constant until about the middle of April.

The enthusiasm of the students and the business community is very high. In recontacting a large number of students and community participants, we found there were very few problems and that the Program appeared to be proceeding according to plans.

One problem that did occur was that of students failing to make

appointments with the firm that they were to visit. To solve this problem, a reminder card was developed. This card is sent to a student and gives him the necessary information for making his contact in the community. The card also gives the student tips for making the appointment and for going on the appointment. A sample of the reminder card is shown in Appendix D.

Continuous contact was kept with the community participants and the schools involved in Mission Possible. A mailing list of 1,000 business firms was received from the Fargo Chamber of Commerce. This list was used to mail out information about Mission Possible to people in the business community.

A noon luncheon for all the contact people at each of the participating schools was sponsored by the Mission Possible Program. The purpose of this luncheon was to update the people closely involved with the Program. General discussion about the Program was carried on. There did not seem to be any problems and the idea of students traveling a long distance into Fargo did not seem to cause any great difficulty. All people concerned seemed to be quite pleased with the progress of the Program.

At the start of the Mission Possible Program, it was anticipated some of the students would be able to stay out at the career site for an extended period of time. The average time that students are currently spending at a career site is about 2 hours and 10 minutes. Some students have spent as long as two weeks visiting one firm, others have spent from two to three days. There are a few reasons

why students are not spending the length of time in the field as had originally been anticipated. One, most business people do not have a planned schedule for the students and some areas have only a limited amount of information to give and a limited amount of things to see. Two, the business will not allow any student to get too involved with what is taking place at their particular career site, because of the liability involved if the student were to be injured. Three, some students go to a career site more interested in that particular career than do other students. Because of this, some students are exploring and are not too sure of what they want, consequently an hour or two at a career site may be adequate for their purpose.

The liability of the business participant and an extended program for students are two objectives which will be given priority during the summer, 1975. Because of House Bill 1521 of the Forty-Fourth Legislative Assembly of the State of North Dakota (1975) and the U. S. Supreme Court's interpretation of the Fair Labor Standards Act concerning trainees, we have determined that students may be placed at a business for hands on experiences without the employer being held liable for wages or injury to the student. With these two provisions, it is hoped that the business people will now encourage students to spend more time at the career site. We now feel that when employers are approached with the idea of preparing a program for students that they will be receptive to the idea because of the fact that their liability problem has deminished. See appendix E for the transcripts of North Dakota House Bill 1521 and the U. S. Supreme Court's decision on trainees.

One additional brochure has been added to the Mission Possible promotional material. This brochure was developed for the students' information. In visiting with a number of students, it was learned that some still did not understand what Mission Possible was trying to accomplish. A number of students also indicated they were not sure of what questions they should be asking when they were at the career site. With these two concerns in mind, a brochure was developed to explain the Program as simply and as briefly as possible and to provide students with a list of questions that they could ask when they visit a career site. A sample of this brochure, entitled After High School What, can be seen in Appendix B.

In an attempt to critique current procedures and explore new approaches that could be used in the Program, out of state career sites were visited and a number of questionnaires were developed. See Appendix F for results of questionnaires.

OBJECTIVE REVIEW

The following section contains the original objectives of the project and commentary regarding their current status.

Objective 1. To Identify Creative Work Experience Approaches With Business, Industry; Community and Civic Organizations.

1a. to develop courses which will provide experience in actual work situations.

COMMENT: Research to date does not indicate a

need for any new courses which do not already exist in our vocational programs.

1b. to examine legislative and other legal restrictions to the employment of in-school growth.

COMMENT: The passing of House Bill 1521 and the U.S. Supreme Court's interpretation of the Fair Labor Standards Act remove the restrictions on employer liability of injury and the employers responsibility to pay a trainee. Another restriction encountered was the reluctance of motor freight companies to allow students to ride as passengers due to private insurance restrictions. Regarding an attorney's opinion on school district liability see Appendix K.

1c. to develop a student placement system which can be utilized by all students.

COMMENT: Student placement service in the Fargo Public Schools has been quite effective, but due to present staffing is unable to accomodate all students.

1d. to identify the effects accreditation requirements have an alternative work erperience programs.

COMMENT: There is no indication that the offering of alternative work experience programs would jeopardize the accreditation of the Fargo Public

Schools.

Objective 2. To Improve Student and Employer Satisfaction.

2a. to prepare or identify instruments which can be used to determine employer and student attitudes toward the work experience program.

COMMENT: The use of the questionnaires along with continuous communication with the people involved in the Program has confirmed the positive attitude of students and employers toward the work experience program.

2b. to survey all students who were enrolled in cooperative work experience programs during the last 3 years.

COMMENT: This objective has not been accomplished, it is scheduled to be completed during the last six months of the project.

2c. to survey employers who cooperated in the work experience program during the last 3 years.

COMMENT: Same as 2-b.

2d. to analyze the results of the student and employer surveys to determine where problems exist and to attempt to provide a solution to these problems.

COMMENT: The results of the student and employer surveys have been analized and the solutions to the problems are stated in the conclusions.

2e. to provide regular work experience stations for students.

COMMENT: Due to legal restrictions we originally encountered, we were not able to complete this objective. We now feel that with the legal restrictions removed as mentioned previously, we will be able to accomplish this objective.

2f. to compare regular coop work experience students' attitudes with those of the alternate work experience students'.

COMMENT: We have not attempted this objective, it is scheduled for completion during the final six months of the project.

2g. to examine the hierarchial and organizational structures that administer work experience programs.

COMMENT: Needs reassessment.

2h. to measure the effects of work-related education on the effective and cognitive domains of students involved.

COMMENT: Needs reassessment.

2i. to develop measurement devices that provide information on work experiences of students.

COMMENT: Needs reassessment.

2j. to study the relationship between school based education and industry based education.

COMMENT: Needs reassessment.

Objective 3. To Identify Alternative Work Experience Programs.

3a. to design an instrument and system that will provide a continuous input from students on their work experience interest areas.

COMMENT: The Mission Possible concept has provided students with continuous input into their career interest areas. This input is also available to us through the Boy Scouts of America Career Interest Survey.

3b. to identify alternative work experience opportunities.

COMMENT: The Mission Possible concept has identified a variety of alternative work experience approaches as mentioned in 3c.

3c. to identify more creative and innovative approaches to work experience with business, industry, community and civic organizations, such as a mini

concept approach, internships, quarterly release time, special activities, and during times such as school breaks for holidays, teacher's convention, etc.

COMMENT: Mission Possible provides for all these innovative approaches and more will be initiated during the final six months of this Program.

3d. to develop an alternative work experience program opportunity job bank.

COMMENT: At this point the J.O.B. has not been developed. It is scheduled for completion during the final six months of the project.

3e. to identify alternative approaches that will permit students to participate in the alternative work experience program.

COMMENT: The approach identified in objectives 3-C permit students to participate in the alternative work experience program due to the flexibility and individualization of Mission Possible.

3f. to survey students, parents and alternative work experience station participants on their attitude towards the program.

COMMENT: Students, parents and community participants have been surveyed, the results are in appendix F.

Objective 4. To Develop Procedures to Utilize Employment Information

4a. to identify all valid sources of employment information and data.

4b. to develop a procedure for converting employment information into a format that will be meaningful to educators and that could be used as an effective tool in assisting and informing students on matters related to current and long range employment opportunities.

4c. to survey the local job market and labor needs and relate this information to the total student population.

4d. to provide career counseling for students.

4e. to develop a job opportunities bank (JOB) for students.

COMMENT: All of the above objectives are for the development of the job opportunity bank which is scheduled for completion during the final six months.

Objective 5. To Provide In-Service Activities and Services

5a. to inform all teachers in the system of the goals of the project through staff meetings.

COMMENT: This objective is ongoing. We have ready access to all the schools which allow us to conduct staff meetings for the purpose of promotion and information.

5b. to develop an in-service plan to implement the plan at all levels in the school system.

COMMENT: Needs reassessment.

5c. to pilot test materials and methods devised to implement the plan in relation to follow-up procedures, placement activities, and guidance and counseling services.

5d. to conduct experimental activities in classroom settings following suggestions given through in-service staff meetings.

5e. to develop curricular material to be distributed to all teachers through in-service workshops.

COMMENT: Needs reassessment. The current schedule will not allow us sufficient time to complete objectives 5c, 5d or 5e unless an extension is granted.

5f. to provide professional and technical assistance to teachers and staff.

COMMENT: This is an ongoing objective. The nature

of the project enables us to disseminate information regarding student interests, labor market trends and general information related to the world of work which we feel will be helpful to teachers.

5g. to conduct a regional workshop of in-service activities for all teachers, counselors and administrators as a final dissemination activity of the project to promote the implementation of the concept statewide.

COMMENT: We are scheduled to give a status report at the North Dakota All-Service Vocational Education Conference scheduled for August 18-21, 1975. A final dissemination activity report of the project will be scheduled for this same conference in August of 1976.

TIMETABLE OF ACTIVITIES

This timetable is for implementation of Fargo Area Schools Work Experience Program (AWEP) from June 15 to May 1, 1976.

Activity 1. Develop Extended Visitation Periods.

A. Contact people who have participated in the Alternative Work Experience Program.

B. Establish scheduled programs for students-establish courses which will provide work experience.

C. Confirm information on H. B. 1521 and Supreme Court's interpretation of Fair Labor Standards Act.

Target Date: August 15, 1975

Activity 2. Compile information on cooperative work student and employers.

A. Survey all students who have participated in the Coop Program during the past three years.

B. Survey all employers who have cooperated in the Coop Program during the past three years.

C. Analyze the results of the student and employer surveys to determine where problems exist and attempt to provide a solution to these problems.

Target Date: September 30, 1975

Activity 3. Develop Job Opportunity Bank.

A. Survey local job market.

B. Compile information for job bank.

C. Prepare files to be distributed to participating schools.

Target Date: October 15, 1975

Activity 4. Develop Realistic Employment Outlook.

A. Work with local state employment agencies for information.

B. Determining local need by survey.

C. Prepare publication for employment information.

Target Date: November 1, 1975

Activity 5. Dissemination of Mission Possible Concept.

A. Provide information for schools interest in this concept.

B. Conduct in-service staff meetings.

C. Conduct experienced activities in classroom following suggestions

from in-service staff meetings.

Target Date: November 15, 1975

Activity 6. Winding Down of Program.

A. Final status report.

B. Compile information and statistics.

C. Develop material for final report.

D. Completion of final report.

Target Date: December 15, 1975

Activity 7. Measure Relationship Between School-Based Education and Industry-Based Education.

A. Send questionnaire to all students who are involved in an extended visitation situation.

B. Carry on group discussion with students involved in extended visitations.

Target Date: January 30, 1976

Activity 8. Credit for Alternative Work Experience.

A. Establish criteria for giving credit.

B. Meet with school officials concerning credit proposal.

Target Date: March 1, 1976

Activity 9. Determine Attitudes Between Coop Students and Those of the Alternative Work Experience Program.

A. Analyze surveys of students in Coop Program.

B. Analyze surveys of students who have participated in the Alternative Work Experience Program.

C. Compare survey results.

Target Date: April 1, 1976

Activity 10. Develop Student Placement Service.

A. Compile information from student questionnaires and statistics from student career interests.

B. Establish file system to be located in each school.

C. Provide regular work stations for students.

D. Provide situations which will help to improve student and employee relationships.

Target Date: May 1, 1976

IN-KIND

The FASWEP is housed in the District Office building of the Fargo Public Schools. Approximately 300 sq. ft. of office space is utilized for the Project Coordinator and the secretary.

The office space and following equipment and services comprise the Fargo Schools In-Kind contribution to FASWEP.

1. Program supervision and direction.
2. Telephone service.
3. Duplicating service.
4. Part-time Cooperative Office Education student trainee.
5. Filing cabinets and storage.
6. Secretarial desk, Project Coordinator desk.
7. Miscellaneous office equipment and supplies.
8. Data Processing.

RECOMMENDATIONS

Mission Possible has, in our opinion, emerged as a highly successful career education Program. Due to the success of this Program, we recommend the following:

1. Expand the Program to include students participating in the Work Experience Career Education Program (WECEP). Students in WECEP are designated as potential dropouts. The Mission Possible Program concept would compliment the objectives and format of WECEP.

2. The Mission Possible Program be expanded to include students enrolled in the Fargo Public Schools Adult Learning Center. This Center includes adult basic education, adult high school, CETA intensified training, and career planning and counseling. We feel the additional dimension of the Mission Possible concept to these Programs would give these adults an insig t into a career interest area and it will also give them the purpose they may need to complete their education.

3. The Mission Possible concept be adopted to fit the format of a regular part of Local Career Education Programs at the Secondary level. The Mission Possible concept when coupled with the general career information received in the classroom would provide any student with a tremendous learning situation. It could also lead to increased interest in Vocational Education Programs.

4. The Mission Possible concept be explained at the North Dakota All-Service Vocational Education Conference scheduled for Bismarck, North Dakota August 18-21, 1975. This conference would provide us with a

statewide gathering of Vocational Educators and an opportunity to promote and critique concepts of the Program.

5. A meeting with the Research Coordinator for the purpose of reassessing objectives which we have identified in the objective review section of this report as needing changes, modification or deletion.

6. That the Mission Possible Program receive an extenstion of funds. We feel that the 18-month period of time was not enough to complete all of the objectives we had established. We feel the success of the Program and the nature of the uncompleted objectives warrants an extension of time for the completion of this work.

CONCLUSIONS

From information gained by the questionnaires returned by the community participants, we conclude that the Mission Possible Program generally be limited to juniors and seniors along with younger select student groups. It was found through the survey that a large number of sophomores and almost all of the freshman who entered the Program were not mature or realistic enough in their career goals to gain a worthwhile experience.

We feel that students participating in any type of project similar to Mission Possible be better prepared before going out to the career site. A number of students had the idea that the people in the community were going to supply them with information in much the same manner as a

classroom teacher. The main thrust of the visitation should be from the questions that the student has about the career area. By supplying students with a brochure which contains a list of career related questions and suggestions for making the visitation, we feel that they will be better prepared.

We conclude that an additional brochure be developed to better inform the community participants of Mission Possible. We feel a brochure which would explain the role of the community participant and provide the participant with a list of career questions, would be helpful when talking with a student.

We conclude that a system be devised by which the community participants receive feedback as to what the students thought of the visitation. Many community people feel that the student feedback would be very helpful to them in establishing a better learning situation.

Because of the success that the students from rural Cass County schools have had with the Mission Possible Program, we conclude that students are willing to travel substantial distances for the purpose of gaining a career insight. Appendix G shows mileage chart for students of Cass County.

We conclude that meetings be held with a number of business people who have participated in the Mission Possible Program. The purpose of these meetings would be to discuss the possibility of setting up programs that would allow students to remain at a career site for an extended period of time and perform actual work operations. These

extended visitations would allow a student to gain a much more complete insight into a career area.

We conclude that rural Cass County, North Dakota has benefited because the Mission Possible Program has provided career interest opportunities for all students that would not otherwise have been available. Mission Possible has bridged the gap between the small town and the large city. Students who travel to Fargo through the Mission Possible Program feel more at home. The idea of being an "outsider" disappears.

SUMMARY

Mission Possible is a very effective and highly successful career education program. Its success is due largely to the fact that it operates on a voluntary basis and is flexible and nonrestrictive. Students who enter the Program enter at their own volition when they feel a need for specific career information. The Mission Possible concept is one which provides a program that is tailored to meet the individual needs of each student. It has no set guide-lines which would prohibit some students from participating. It has no set time schedule as to when a student can participate, or how long a student has to participate. Students are free to participate in extra-curricular activities and still fit the Mission Possible experience into their schedules whenever they have time. Because of the flexibility of the Program, the students actually create their own career program and to some extent dictate the information they receive at the career site. Students are not restricted in any way to the variety of career areas they can explore nor the number of times they

can explore. Mission Possible has become a vehicle for providing career information for students, and in so doing has enhanced the public relations between the school and the community.

BIBLIOGRAPHY

Books Book references:

Rettig, Jack L., Careers-Exploration and Decisions, Englewood Cliffs, New Jersey, 1974.

Chapman, Elwood N., Work Experience Survival Kit, Goodyear Publishing Company, Inc., Pacific Palisades, California, 1973.

Wallace, Harold R., Cooperative Vocational Education, U.S. Office of Education, Washington D.C., 1970.

Business and Industry Publications Publication references:

White, Jane F. and Glenn Pearce, Getting a Job, J. Weston Welch, Publisher, Portland, Maine, 1969.

Knievel, John, Career Interest Guide, Environmental Affairs Department, Northern States Power Company.

Esterling, Lewis C., Career Education: A Prospectus For Businessmen and The Community, Michigan State Chamber of Commerce, 1974.

Private publications Publication references:

About Getting A Job, Channing L. Bete Company, Inc., Greenfield, Massachusetts 01301, 1974.

After High School What? Channing L. Bete Company, Inc. Greenfield, Massachusetts 01301, 1974.

BIBLIOGRAPHY

Federal publications Publication references:

Arnold, Joseph P., Determining Occupational Emphasis for High School Design, U.S. Government Printing Office, Washington, D.C., 1973.

Smith, J. T. Jr., North Dakota Manpower Projections to 1980, North Dakota Employment Security Bureau, Bismarck, North Dakota 58501, 1974.

Job Placement Information-Packet Akron-Summit County Placement Dept., Akron and Summit County Public Schools.

Senior High Ag. Supply-booklet-New Ulm Senior High, New Ulm, Minnesota, 1973.

Down-State Area Placement of Rural Youth, Alcona Intermediate School District, Alpena, Michigan.

Distributive Education, Research Reports-Booklet, The State Education Department Bureau of Occupational Education Research, Bureau of Distributive Education, Albany, New York 12224, 1974.

Career Education: A Model for Implication, U. S. Office of Education, Washington, D.C., 1971.

Job Finding Survey, U. S. Department of Labor, Bureau of Labor Statistics, 1973.

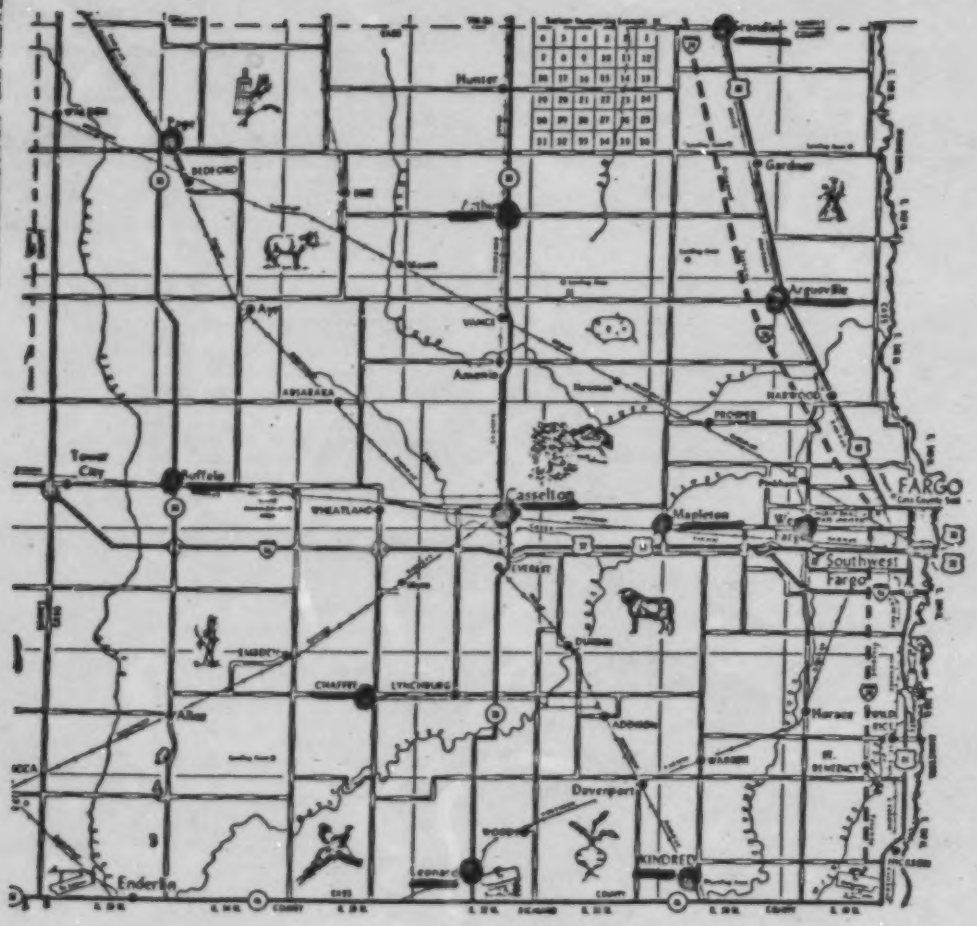
Placement: The Ultimate Test of a School's Commitment to its Students. Department of Education, Trenton, New Jersey 08625, 1972.

Cooperative Occupational Educational Program. The State Education Department, Office of Occupational Education, Albany, New York 12224, 1972.

Guidelines for Placement Services and Follow-Up Studies, Department of Education, Tallahassee, Florida 32302.

Handbook for the Evaluation of Career Education Programs, Bureau of Occupational and Adult Education, U. S. Office of Education, Washington, D.C. 20013.

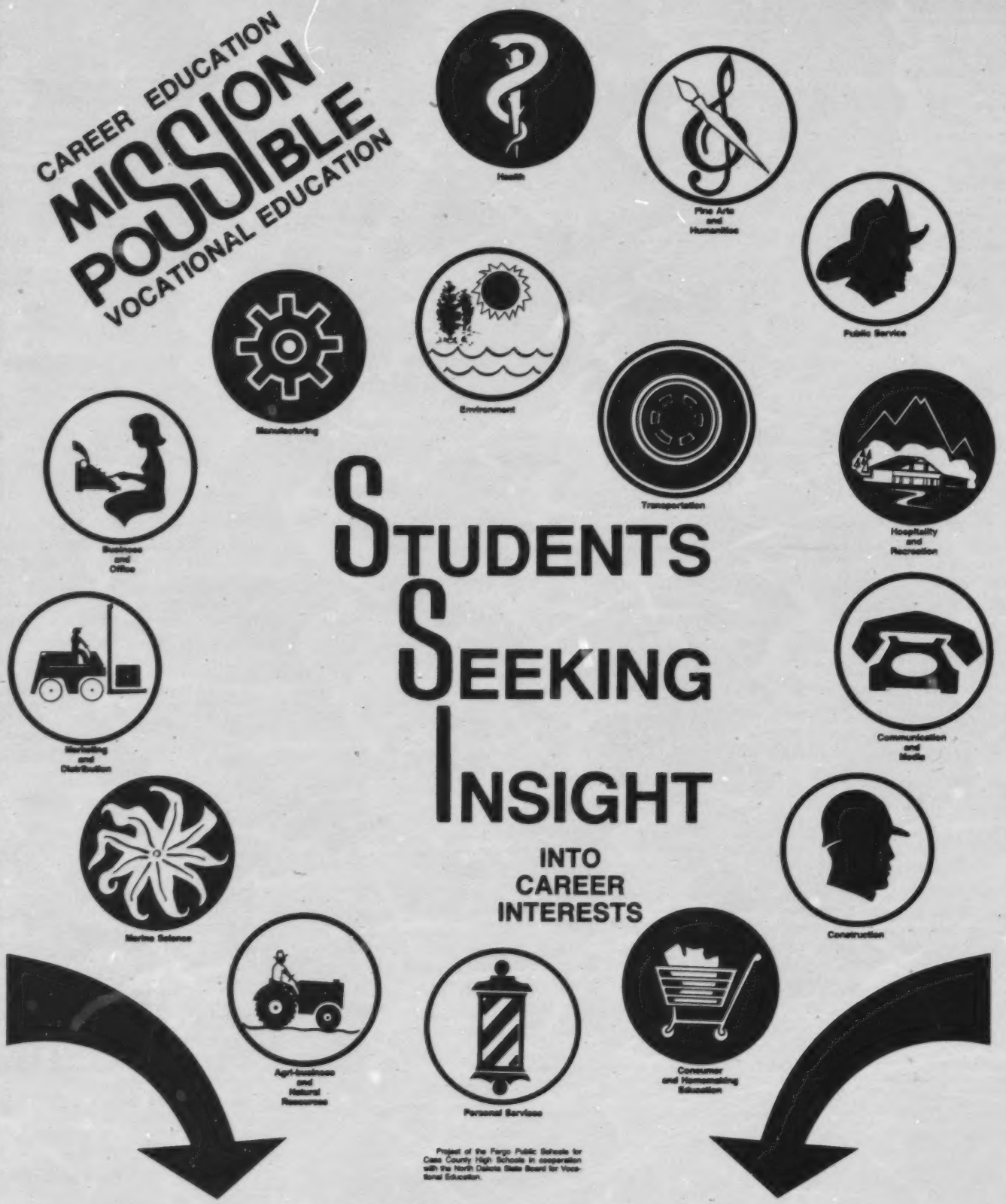
APPENDIX A



CASS COUNTY

NORTH DAKOTA

APPENDIX B



SAMPLE COPY OF POSTER.

ACTUAL POSTER SIZE 22 X 28 INCHES.

MISSION POSSIBLE

How Business, Industry and the Professions can assist students in gaining an insight in their Career Interest.

How students can benefit by participating in MISSION POSSIBLE

MISSION POSSIBLE will give students the opportunity to gain an insight into a career that they are interested in pursuing.

If students are presently enrolled in a vocational education program, MISSION POSSIBLE will provide them with the opportunity to receive on the job related instruction through a variety of alternative methods.

For students that are not enrolled in a vocational education program, MISSION POSSIBLE will provide them with the opportunity to gain an insight into career areas that they are presently interested in at this time. Students may discover through their MISSION POSSIBLE involvement that they can benefit greatly by enrolling in a related vocational education program while they are still in high school. Their MISSION POSSIBLE experience could point out the need for them to pursue educational programs at the post secondary level in vocational or technical education or through a four year college program of study.

You and Your Firm Can

Serve Students' Interests

By Providing MISSION POSSIBLE Alternatives

Observation

Internship

Released Time

Holiday and Vacation Periods

Part-Time Employment

Student aspirations, career interests and available time vary greatly. Therefore, participation alternatives in the MISSION POSSIBLE program will need to be tailored to meet individual student needs.

If you are interested in assisting a student in the MISSION POSSIBLE project, complete the attached interest card.

Open a Career Door...
By Opening Your Door

Project of the Fargo Public Schools for Cass County High Schools in cooperation with the North Dakota State Board for Vocational Education.

WHY SSI?

STUDENTS SEEKING INSIGHT

ALTERNATIVE METHODS
AVAILABLE TO STUDENTS
TO GAIN INSIGHT INTO
CAREER INTEREST AREAS

MISSION POSSIBLE

HOW YOU CAN BENEFIT BY PARTICIPATING IN MISSION POSSIBLE

MISSION POSSIBLE will give you the opportunity to gain an insight into a career that you are interested in pursuing.

If you are presently enrolled in a vocational education program, MISSION POSSIBLE will provide you with the opportunity to receive on the job related instruction through a variety of alternative methods.

For students not enrolled in a vocational education program, MISSION POSSIBLE will provide you with the opportunity to gain an insight into career areas which you are interested in at this time. You may discover through your MISSION POSSIBLE involvement that you could benefit greatly by enrolling in a related vocational education program while you are still in high school. Your MISSION POSSIBLE experience could point out the need for you to pursue educational programs at the post secondary level in vocational or technical education or through a four year college program of study.

DISCOVER YOUR CAREER INTERESTS THROUGH THE ALTERNATIVE METHODS LISTED BELOW THAT BEST MEET YOUR NEEDS AND SCHEDULE.

1. Observation
   a. Observe your career in action.
   b. Observe career working conditions, environment and facilities.
   c. Discuss career interests with a person in your career field.

2. Internship
   a. Employment or volunteer service for a period of time identified by the student and participating firm or organization.

3. Released Time
   a. Student will make arrangements to be released from school on a full time basis for a period of two weeks or less. Arrangements can also be made for a student to be released from school for part of a day for a period of time necessary to gain valid career insight.

4. Holiday and Vacation Employment or Volunteer Service

5. Regular Part-Time Employment Opportunities

DO YOU KNOW ? ? ? ?

1. What you are going to do after high school?
2. What career you plan to train for?
3. What takes place at the job you are planning to enter?
4. What the educational requirements are for this career?
5. If there are any part-time positions open to high school students in this career?
6. What the negative features of this career are?
7. What the current demand for this career is?
8. What the future for this career is?
9. What personal qualities you must possess to be successful in this career?
10. What the working conditions are for this career?
11. What the beginning salary is for this career and how far you could advance?
12. What is the length of the work day; the length of the work week?
13. What types of benefits are usually associated with this career?

MISSION POSSIBLE

Students Seeking Insight

IF YOU cannot answer the questions on the opposite page, then MISSION POSSIBLE is for you.

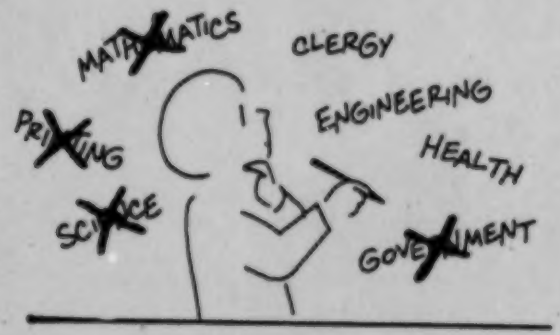
MISSION POSSIBLE is a career education program designed to assist students explore career areas, primarily through observation and visitation, in which they are presently interested.

To enter, complete one of the MISSION POSSIBLE application blanks which are located throughout your school building, or call 235-6461, Ext. 29.

Mr. Jim Kortan, Coordinator.

LET MISSION POSSIBLE

HELP YOU NARROW THE FIELD



Project of the Fargo Public Schools for Cass County High Schools in cooperation with the North Dakota State Board for Vocational Education

COMMENTS FROM STUDENTS WHO HAVE PARTICIPATED IN THE MISSION POSSIBLE PROGRAM:

"I felt the people at the bank did an excellent job of answering my questions, etc. and the information was what I was looking for."

"I think Mission Possible is great! The people I met were real nice and I really enjoyed myself."

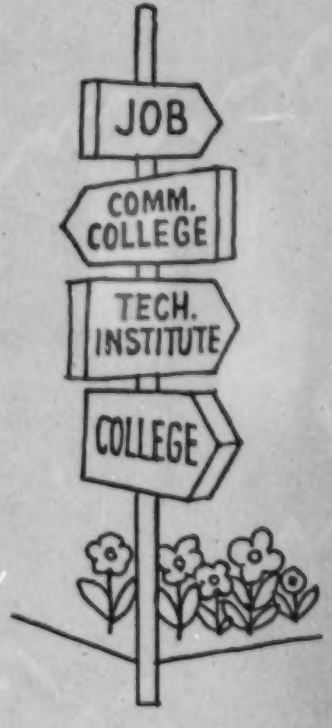
"All the places I visited and all the people I talked to were very helpful. The people showed me through various work places and were willing to answer any and all questions I had concerning the career I chose."

"The people were very helpful. They didn't make you feel as if you had no business being there. I really enjoyed it very much."

"I really thought it helped, and I'm glad I went because it did help me decide what I wanted to do; and I did find out what I wanted to know."

THE RIGHT JOB

after high school what?



MISSION POSSIBLE

Student Application

SCHOOL _____ CITY _____

NAME _____ GRADE _____
Last First Initial

ADDRESS _____
Street City State Zip

DATE OF BIRTH _____ TELEPHONE _____
Month Day Year

DATE _____

CAREER INTEREST _____
(See reverse side for career area ideas)

CHECK TIME YOU WOULD BE ABLE TO PARTICIPATE

- ☐ MORNING
- ☐ AFTERNOON
- ☐ WEEKENDS
- ☐ OTHER _____

COMPLETE APPLICATION AND RETURN TO COUNSELOR OR ADVISOR.

AGRI-BUSINESS AND NATURAL RESOURCES

- Agricultural Agent/Economist
- Commercial Fisherman
- Crop and Soil Scientist/Technician
- Dairyman/Rancher
- Farmer
- Florist/Horticulturist/Landscape Architect
- Forester
- Geologist/Miner
- Poultry Specialist
- Veterinarian/Aide

BUSINESS AND OFFICE

- Accountant/CPA/Bookkeeper
- Banker/Teller/Cashier
- Computer Programmer/Systems Analyst
- Computer Operator/Key Punch Operator
- Insurance Agent/Real Estate Agent
- Personnel Manager/Counselor
- Office Manager/Administrator
- Office Clerk/Receptionist/Typist/Interviewer
- Secretary/Stenographer
- Stock Broker

COMMUNICATIONS AND MEDIA

- Author/Poet
- Commercial Artist/Cartoonist
- Graphic Artist/Printer/Lithographer
- Interpretor/Translator
- Journalist/Reporter
- Photographer
- Public Relations Consultant/Advertising Agent
- Telephone Operator/PBX Operator
- Television and Radio Broadcaster/Performer
- Television and Radio Producer/Technician
- Telephone Lineman/Repairman

CONSTRUCTION

- Air Conditioning-Refrigeration Repairman
- Architect/Architectural Engineer/Draftsman
- Bricklayer/Plasterer/Mason
- Building Contractor
- Carpenter/Cabinet Maker
- Civil Engineer/Technician
- Electrician
- Heavy Equipment Operator
- Painter/Wallpaper Hanger
- Plumber/Pipefitter
- Public Utilities Serviceman
- TV-Radio Serviceman/Appliance Repairman
- Custodian/Warehouseman

CONSUMER AND HOMEMAKING

- Chef/Cook/Baker/Dietician
- Clothing Retailer/Salesperson
- Food Service-Restaurant Manager/Caterer
- Home Economist
- Homemaker
- Interior Decorator
- Motel/Hotel Administrator
- Tailor/Dressmaker
- Waiter/Waitress

ENVIRONMENT

- Conservation Officer
- Ecologist
- Fish and Game Manager
- Zoologist

FINE ARTS AND HUMANITIES

- Actor/Actress
- Artist/Sculptor
- Composer/Arranger
- Dancer/Choreographer
- Model
- Motion Picture Producer/Director
- Musician: Instrumental
- Musician: Vocal
- Sound-Lighting Technician

HEALTH

- Audiologist/Speech Clinician
- Dentist/Orthodontist
- Health Care Administrator
- Industrial Hygienist
- Medical Doctor/Surgeon
- Medical Technician
- Nurse
- Pathologist/Microbiologist/Histologist
- Pharmacist
- Psychiatrist/Psychologist
- Opthalmologist/Optometrist/Optician
- Osteopath/Chiropractor/Physical Therapist

HOSPITALITY AND RECREATION

- Museum Curator/Historian
- Parks-Recreation Manager/Attendant
- Professional Athlete/Coach

MANUFACTURING

- Aeronautical Engineer/Technician
- Chemical Engineer/Chemist/Technician
- Diesel Mechanic
- Electrical Engineer/Technician
- Industrial Engineer/Technician
- Design Engineer/Researcher/Inventor
- Machinist-Tool and Die Maker
- Mechanical Engineer/Technician
- Metallurgical Engineer/Technician
- Sheet Metal Worker/Assembler
- Supply Clerk
- Welder

MARINE SCIENCE

- Marine Scientist/Oceanographer
- Merchant Marine/Sailor

MARKETING, DISTRIBUTION, REPAIR

- Consumer Products Analyst/Designer
- Marketing Analyst
- Purchasing Agent/Buyer
- Retail Manager/Merchandiser
- Salesperson
- Small Business Manager/Owner

PERSONAL SERVICES

- Barber/Hairstylist
- Beautician/Cosmetologist
- Child Care Attendant
- Dry Cleaner/Launderer
- Mortician
- Service Station Manager/Attendant
- Housekeeper/Maid

PUBLIC SERVICES

- Archeologist/Anthropologist
- Clergy/Missionary
- Law Enforcement Officer/Policeman
- FBI/Detective/Guard
- Lawyer/Attorney
- Librarian
- Meteorologist/Astronomer
- Military Officer/Enlistee
- Postal Service Employee
- Rescue Medex/Fireman
- School Administrator
- School Counselor
- Social Worker
- Teacher/Educator

TRANSPORTATION

- Aircraft Mechanic
- Airline Pilot/Co-Pilot
- Air-Traffic Controller
- Auto-Body Repairman
- Auto-Farm Mechanic
- Driver – Truck/Taxi/Bus
- Marine Mechanic
- Marine Pilot/Technician
- Railroad Engineer/Conductor Brakeman
- Railyard Operator/Railcar Mechanic
- Small Engines Mechanic/Repairman
- Stewardess/Steward

FARGO PUBLIC SCHOOLS
DISTRICT OFFICE
1104 SECOND AVENUE SOUTH
FARGO, NORTH DAKOTA 58102

CAREER EDUCATION
MISSION POSSIBLE
VOCATIONAL EDUCATION

MISSION POSSIBLE

PARTICIPATION
INTEREST CARD

NAME OF COMMUNITY PARTICIPANT

_____

ADDRESS _____

TELEPHONE _____ DATE _____

CONTACT _____
NAME POSITION

FUTURE CONTACTS SHOULD BE MADE BY

TELEPHONE ☐
PERSONAL ☐
MAIL ☐

Mail Interest Card to District Office.

Place
Stamp
Here

TO: MISSION POSSIBLE

Attn: Jim Kortan
Fargo Public Schools
District Office
1104 2nd Avenue South
Fargo, North Dakota 58102

APPENDIX C

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102

Phone 701-235-6461

Superintendent
Dr. Vera S. Bennett

Assistant Superintendents
Dr. Harold C. Gulbrandson
Dr. Glenn Melvey
Mr. Lyle C. Sorum

April 15, 1975

Dear Mission Possible Advisors:

We have developed an additional brochure for the Mission Possible Program. This brochure came about when it was discovered that some students still did not quite understand what Mission Possible was trying to do.

We feel that this brochure will not only further explain Mission Possible, but will also help students to know what questions they should be asking about a career when they are visiting.

Please make these brochures available to your students.

Thank you.

Sincerely,

Jim Kortan

Jim Kortan
Project Coordinator

JK/sfc

P.S. Mission Possible will be operating throughout the summer, 1975.

February 14, 1975

Dear Advisor:

Please have the student complete and return to you this Mission Possible questionnaire.

Would you then hand in the completed questionnaires to the main office.

Your cooperation will be very much appreciated.

Thank You

Jim Kortan

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102
Phone 701-235-6481

Superintendent
Vera S. Bennett

Assistant Superintendents
Dr. Harold G. Gulbrandsen
Dr. Glenn Melvey
Mr. Lyle G. Sorum

April 28, 1975

Dear Person:

We are presently in the process of evaluating the effectiveness of the Mission Possible Program. Since you have been working so closely with the Program, we would appreciate, in letter form, any comments or suggestions that you may have regarding Mission Possible.

Thank you for your cooperation.

Sincerely yours,

Jim Kortan

Jim Kortan
Coordinator
Mission Possible

JK/sfc

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102
Phone 701-235-6461

Superintendent
Dr. Vern S. Bennett

Assistant Superintendents
Dr. Harold C. Gulbrandson
Dr. Glenn Meivey
Mr. Lyle C. Sorum

March 20, 1975

Dear Student:

Please complete the enclosed questionnaire and return it to Sister Jane Walker in the counseling office.

This questionnaire is very important for evaluating Mission Possible. It will also be helpful in determining whether changes should be made in the Program.

Your cooperation will be very much appreciated.

Thank you.

Sincerely,

Jim Kortan

Jim Kortan
Project Coordinator
Mission Possible

JK/sc

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102
Phone 701-235-6461

Superintendent
Dr. Vera S. Bennett

Assistant Superintendents
Dr. Harold C. Gulbrandson
Dr. Glenn Melvey
Mr. Lyle C. Sorum

Please complete the enclosed questionnaire and return it to Mrs. Anderson in the counseling office, South High School.

This questionnaire is very important for evaluating Mission Possible. It will also be helpful in determining whether changes should be made in the Program.

Your cooperation will be very much appreciated.

Thank you.

Sincerely,

Jim Kortan

Jim Kortan
Project Coordinator
Mission Possible

JK/jkp

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102
Phone 701-235-6461

Superintendent
Dr. Vern S. Bennett

Assistant Superintendents
Dr. Harold C. Gulbrandsen
Dr. Glenn Melvey
Mr. Lyle C. Sorum

April 24, 1975

Dear Parent:

As you may already know, the Cass County Schools have a new career education program entitled, "Mission Possible."

This Program is a project of the Vocational Education Department of the Fargo Public Schools in cooperation with the North Dakota State Board for Vocational Education.

The purpose of the Mission Possible Program is to assist high school students from throughout Cass County, North Dakota to gain an insight into a particular career area in which they are presently interested. The observation-visitation-interview approach is the main thrust of the program at the present time. A student with an interest in a particular career area is matched with a participant from the business, industrial or professional community and the action begins. The length of time that a student spends with any participant is open and flexible. It can vary from one hour to two weeks depending upon the degree of interest that the student expresses. Students are free to participate in the Program as often as they wish.

We are in the process of evaluating the effectiveness of Mission Possible. Since your son or daughter has participated, we would appreciate any comments or opinions that you may have regarding this Program.

Please complete the enclosed questionnaire and either mail it to me with the self-addressed envelope or have your son or daughter return it to their school counselor. The school will see that the questionnaire is sent to me.

Thank you for your cooperation.

Sincerely,

Jim Kortan

Jim Kortan
Coordinator
Mission Possible

PARENT QUESTIONNAIRE

1. Has your reaction to Mission Possible been favorable?

   Yes _____ No _____ Neutral _____

2. Do you feel that this type of career education was helpful to your son or daughter in arriving at a career decision?

   Yes _____ No _____ Neutral _____

3. Do you have any suggestions as to how we could improve the Mission Possible Program?

   _____

   _____

4. Add any comments or opinions that you may have regarding the Mission Possible Program.

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102
Phone 701-235-6461

Superintendent
Dr. Vera S. Bennett

Assistant Superintendents
Dr. Harold O. Gulbrandson
Dr. Glenn Melvey
Mr. Lyle O. Sorum

May 2, 1975

Dear Community Participant:

As you already know, the Cass County Schools have a new career education program entitled, "Mission Possible."

This Program is a project of the Vocational Education Department of the Fargo Public Schools in cooperation with the North Dakota State Board for Vocational Education.

The purpose of the Mission Possible Program is to assist high school students from throughout Cass County, North Dakota to gain an insight into a particular career area in which they are presently interested. The observation-visitation-interview approach is the main thrust of the Program at the present time. A student with an interest in a particular career area is matched with a participant from the business, industrial or professional community and the action begins. The length of time that a student spends with any participant is open and flexible. It can vary from one hour to two weeks depending upon the degree of interest that the student expresses. Students are free to participate in the Program as often as they wish.

We are in the process of evaluating the effectiveness of Mission Possible. Since you have played an active part in Mission Possible, we would appreciate any comments or opinions that you may have regarding this Program.

Please complete the enclosed questionnaire and return it to me.

Thank you for your cooperation.

Sincerely,

Jim Kortan

Jim Kortan
Coordinator
Mission Possible

MISSION POSSIBLE
COMMUNITY PARTICIPANT QUESTIONNAIRE

1. Has your reaction to Mission Possible been favorable?

   Yes _____ No _____ Neutral _____

2. Do you feel that this type of career education is helpful to a student in arriving at a career decision?

   Yes _____ No _____ Neutral _____

3. Do you have any suggestions as to how we could improve the Mission Possible Program?

   _____

   _____

4. Add any comments or opinions that you may have regarding the Mission Possible Program.

FARGO PUBLIC SCHOOLS
MISSION POSSIBLE

STUDENT QUESTIONNAIRE

SCHOOL _____ CLASS OF 19 ____

NAME _____ CAREER INTEREST _____

NAME OF FIRM OR PERSON VISITED _____

Complete this form and return to your principal counselor or advisor

PURPOSE: Please re-evaluate the Mission Possible Program.

INSTRUCTIONS: Mark an "X" beside the answer or answers that best describe your opinions and observations of the Mission Possible Program at this time.

"Neutral" means (a) no opinion or (b) no basis for an opinion.

1. Did Mission Possible provide information that you can use when seeking a job?

   _____ Yes _____ No _____ Neutral

2. Has your reaction to the program been favorable?

   _____ _____ No _____ Neutral

3. Was the Mission Possible program a learning situation for you?

   _____ Yes _____ No _____ Neutral

4. I plan to train for the following career: _____

5. I will achieve my career goal by: (check one that applies)

   _____ attending a 4-year college. (Name) _____

   _____ attending a junior college. (Name) _____

   _____ attending a 2-year trade-technical school. (Name) _____

   _____ securing full-time employment upon leaving high school.

6. Are you now or have you ever been enrolled in a vocational education program? _____

   Which courses: _____

   _____

7. Did your Mission Possible involvement help you decide whether you might enter into this field of work (type of occupation)?

   _____ Yes _____ No _____ Neutral

8. Did your Mission Possible involvement cause you to change your career interest field?

_____ Yes _____ No

9. If yes, what is your new area? _____

10. Did your Mission Possible involvement make subjects in school more relevant to you?

_____ Yes _____ No

11. Which subjects? _____

12. Did Mission Possible change your post high school education plans?

_____ Yes _____ No _____ still undecided

13. If yes, what are your new post high school education plans?

_____

14. Is there anything you did not like about the Mission Possible program?

_____

15. Do you have any suggestions as to how we could improve the Mission Possible program?

_____

16. Was the information you received at the career site what you were looking for?

_____ Yes _____ No _____ Neutral

17. Do you feel that the people at the career site did a good job of informing you?

_____ Yes _____ No _____ Neutral

18. Did you feel uneasy with the people you met?

_____ Yes _____ No _____ Neutral

19. Would you recommend the firm you visited to other students for a Mission Possible insight?

_____ Yes _____ No _____ Neutral

20. Approximately how long did you stay at the career site? _____

21. Do you feel that the length of time you spent at the career site gave you an adequate insight into that career area?

_____ Yes _____ No

22. Would you be interested in visiting the same career field, but at a different career site?

_____ Yes _____ No

23. Any career site preference _____

23. Did you ask the people at the career site if it would be possible for you to return at a later date for a longer period of time?

_____ Yes _____ No

24. If it could be arranged, would you be interested in going back out in this career field for an extended period of time? (day, 2 days, a week)

_____ Yes _____ No

25. Add any comments or information about the firm or person you visited.

FARGO PUBLIC SCHOOLS
District Office - 1104 Second Avenue South - Fargo, North Dakota 58102
Phone 701-235-6461

Superintendent
Dr. Vern S. Bennett

MISSION POSSIBLE

Assistant Superintendents
Dr. Harold C. Gulbrandson
Dr. Glenn Melvey
Mr. Lyle C. Sorum

February 12, 1975

To: Participants in Mission Possible

From: Jim Kortan

What students may want to know about your career area.

1. What is the nature of the work?

2. What are the educational requirements for this career?

3. Are there any part-time positions open to me as a high school student in this career?

4. What are the chances of full-time employment after high school?

5. What are the negative features of this career?

6. What is the current demand for this career?

7. What does the future hold for this career?

8. What personal qualities must I possess to be successful in this career?

9. What are the working conditions?

10. What is the salary--beginning and advancement?

11. What is the length of work day and work week?

12. What are the compensatory benefits of this career?

PARTICIPANT INFORMATION SHEET

General Information

Career Area _____ Date _____

Name of Firm or Organization _____

Address _____

Contact _____
Name Position

Telephone _____

Other Contact People at this firm.

_____

_____

Comments:

_____

_____

Experience Offered.

Observation Information Other _____

Number of students who have visited this firm.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

STUDENT INFORMATION SHEET

SCHOOL _____ TOWN _____

NAME _____ GRADE _____
Last First M.I.

ADDRESS _____
Street City State Zip

DATE OF BIRTH _____ Tele._____
Mo. Day Yr.

DATE _____

* * * * * * * * * * *

CAREER INTEREST _____

PLACEMENT PREFERENCE _____

TYPE OF EXPLORING DESIRED: 1. any workable type 3. internship
2. observation 4. part-time work

PLANS AFTER HIGH SCHOOL

I plan to train for the following career: _____

I will achieve my career goal by: (check one that applies)

_____ attending a 4-year college. (Name) _____

_____ attending a junior college. (Name) _____

_____ attending a 2-year trade-technical school. (Name)_____

_____ securing full-time employment upon leaving high school.

Are you now or have you ever been enrolled in a vocational education program?_____

Which courses _____

_____

* * * * * * * * * * *

NAME OF BUSINESS: _____

ADDRESS OF BUSINESS: _____

TYPE OF EXPLORING:_____

LENGTH OF TERM: _____ DATE _____ TIME _____

CONTACT PERSON: _____ TELEPHONE: _____

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102

Phone 701-235-6461

Superintendent
Dr. Vern S. Bennett

Assistant Superintendents
Dr. Harold C. Gulbrandson
Dr. Glenn Melvey
Mr. Lyle C. Sorum

It was a pleasure visiting with you regarding the Mission Possible Program.

We hope that your involvement with the students will be rewarding to you. We know that your time and effort will be well spent in helping a student decide on a career choice.

Enclosed is a brochure which outlines the objectives of Mission Possible.

We would appreciate any comments or suggestions you may have concerning this program.

Thank you for your participation.

Sincerely,

Jim Kortan

Jim Kortan
Project Coordinator

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102
Phone 701-235-6461

Superintendent
Dr. Vern S. Bennett

Assistant Superintendents
Dr. Harold C. Gulbrandson
Dr. Glenn Melvey
Mr. Lyle C. Sorum

Immediate Release
November 15, 1974

The State Board for Vocational Education has awarded the Fargo Public Schools a research grant for the purpose of establishing an alternative work experience program. Today's complex labor market points out that a need exists for giving high school students alternative avenues by which they can gain insight into career interest areas and into cooperative work experience areas. Present day programs seem to be structured and do not allow enough flexibility to meet the individual needs of each student. This research project has been titled "Mission Possible".

It is anticipated that this program will discover and refine working procedures that may be used in establishing alternative work experience programs in other school districts.

Mission Possible is designed to help all students. It will help those students who are presently enrolled in Vocational Education programs by allowing them to receive job related instruction through the alternative methods. For those students who are not enrolled in Vocational Education programs, Mission Possible will provide them with the opportunity to gain insight into careers that they are interested in at this time.

The purpose of Mission Possible is to make available to all students many alternative avenues by which they can gain insight into a career interest area. This insight will be gained by taking the students from the classroom

and placing them in the world of work so they can see first hand what takes place in a particular career in which they are interested. Some alternative ways for a student to gain career insight are:

1. Observation
    a. A student will observe a career in action. While a student is at the career site, he or she will observe the working conditions and will discuss interests with people in the career field.
2. Internship
    a. Employment or volunteer service for a period of time identified by the student and participating firm or organization.
3. Released Time
    a. A student will make arrangements to be released from school on a full time basis for a period to two weeks or less. Arrangements can also be made for a student to be released from school for part of a day for a period of time necessary to gain a valid career insight.
4. Holiday and Vacation Employment or Volunteer Service
5. Regular Part-Time Employment Opportunities

The effectiveness of Mission Possible will depend on the participation of local business firms and organizations who will allow students to gain insight into their career interest areas by providing the various alternatives.

The outcome of Mission Possible will be to help students decide on future career choices and to help them decide on post high school education.

For additional information contact:

Jim Kortan
Project Coordinator

APPENDIX D

DATE: _____

FROM: Mr. Jim Kortan
MISSION POSSIBLE
Fargo Public Schools

TO: _____

THIS CARD IS TO CONFIRM OUR CONVERSATION ON

_____ AND TO SERVE AS A REMINDER

FOR YOU TO CONTACT

_____

_____

_____

POINTS TO REMEMBER

A. When Telephoning for an Appointment:
   1. Introduce yourself.
   2. Identify the person who told you to call.
   3. Tell why you are calling.
   4. Make the appointment by day, time and date.
   5. Write it down!

B. When you are Going for the Appointment:
   1. Go alone!--don't take anyone with you.
   2. Check your grooming--different career areas require different degrees of neatness.
   3. Be on time.

APPENDIX E

Forty-fourth Legislative Assembly, held at the Capitol in the City of Bismarck, on Tuesday, the seventh day of January, one thousand nine hundred and seventy-five.

HOUSE BILL NO. 1521
(E. Metzger)

AN ACT to provide for the definition of an employer, employee, and workstation in a vocational training or work evaluation program; to provide for coverage for vocational training or work evaluation programs and the determination of premium; to provide for benefits for participants in a vocational training or work evaluation program; and relating to the liability of the employer; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF THE STATE OF NORTH DAKOTA:

SECTION 1. DEFINITIONS.) For purposes of this chapter:

1. "Employer" shall mean any agency or organization who sponsors a participant in a vocational training or work evaluation program when such designation has been requested by the agency or organization and has been approved by the bureau.

2. "Employee" shall mean a participant in a vocational training or work evaluation program when the request of the sponsoring agency or organization has been approved by the bureau under subsection 1 of section 1 of this Act. The participant shall not be deemed to be employed in hazardous employment.

3. "Workstation" shall mean any person, corporation, or agency who through a formal contract with a sponsoring agency or organization is furnishing facilities, tools, or instruction to any participant in a vocational training or work evaluation program.

SECTION 2. VOCATIONAL TRAINING OR WORK EVALUATION PROGRAMS - BUREAU MAY CONTRACT.) Whenever an agency or organization has been approved as an employer under subsection 1 of section 1 of this Act, the bureau may contract with the agency or organization for the coverage of participants in a program of vocational training or work evaluation. The premium for the coverage shall be computed at the rate in which each participant is engaged and shall be based on a reasonable weekly wage as established in the contract.

DAMAGES - EMPLOYEE MAY ELECT.) Any employer or workstation, as defined in this chapter, shall not be liable to respond in damages at common law or by statute for injuries to or the death of any employee, as defined in this chapter, whenever the employer has complied with the provisions of this chapter and during the period for which premiums, as set by the bureau, have been paid. Any employee who elects, before injury or death, not to come under the provisions of this chapter may do so by notifying the bureau, employer, and workstation of such election in writing.

SECTION 4. BENEFITS - FILING PROCEDURES.) In the event that the bureau has contracted with a sponsoring agency or organization to provide such coverage, any participant in a vocational training or work evaluation program who suffers an injury or disease as defined in section 65-01-02, while in the course of such participation shall be entitled to such medical, surgical, and hospital benefits and supplies as the nature of the injury may require. In addition, the bureau shall provide such other benefits, to the extent as provided or limited by this title, as are specifically set out in the contract with the sponsoring agency or organization. All original claims shall be filed within such time and in accordance with such procedures as provided in chapter 65-05.

SECTION 5. EMERGENCY.) This Act is hereby declared to be an emergency measure and shall be in full force and effect from and after its passage and approval.

EMPLOYMENT RELATIONSHIP

Under

THE FAIR LABOR STANDARDS ACT

February 1973

OCT 17 1974

UNITED STATES DEPARTMENT OF LABOR
Employment Standards Administration
Wage and Hour Division

U. S. Department of Labor
Wage & [illegible] Contracts Divisions
P. O. Box 3[illegible]
Bismarck, North Dakota 58501

WH Publication 1297 (Rev.)

(2) the permanency of the relationship;

(3) the amount of the alleged contractor's investment in facilities and equipment;

(4) the nature and degree of control by the principal;

(5) the alleged contractor's opportunities for profit and loss; and

(6) the amount of initiative, judgment, or foresight in open market competition with others required for the success of the claimed independent enterprise.

TRAINEES

The Supreme Court has held that the words "to suffer or permit to work", as used in the Act to define "employ", do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

(1) the training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;

(2) the training is for the benefit of the trainees or students;

(3) the trainees or students do not displace regular employees, but work under their close observation;

(4) the employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded.

(5) the trainees or students are not necessarily entitled to a job at the conclusion of the training period; and

(6) the employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

APPENDIX F

MISSION POSSIBLE
COMMUNITY PARTICIPANT QUESTIONNAIRE

1. Has your reaction to Mission Possible been favorable?

   Yes 47 No 2 Neutral 9

2. Do you feel that this type of career education is helpful to a student in arriving at a career decision?

   Yes 54 No 1 Neutral 3

3. Do you have any suggestions as to how we could improve the Mission Possible Program?

   _____

   _____

4. Add any comments or opinions that you may have regarding the Mission Possible Program.

   136 questionnaires were sent out to the community participants.

   42% of the questionnaires were returned.

   Question No. 1
   81% answered yes
   3% answered no
   16% answered neutral

   Question No. 2
   93% answered yes
   2% answered no
   5% answered neutral

PARENT QUESTIONNAIRE

1. Has your reaction to Mission Possible been favorable?

   Yes 41 No 7 Neutral 3

2. Do you feel that this type of career education was helpful to your son or daughter in arriving at a career decision?

   Yes 36 No 9 Neutral 6

3. Do you have any suggestions as to how we could improve the Mission Possible Program?

   _____

   _____

4. Add any comments or opinions that you may have regarding the Mission Possible Program.

300 questionnaires were sent out to the parents.

17% of the questionnaires were returned.

Question No. 1

80% answered yes
13% answered no
7% answered neutral

Question No. 2

70% answered yes
17% answered no
13% answered neutral

SURVEY TOTALS OF STUDENT QUESTIONNAIRE. 121 OF 424 QUESTIONNAIRES RETURNED.

FARGO PUBLIC SCHOOLS
MISSION POSSIBLE

STUDENT QUESTIONNAIRE

SCHOOL _____ CLASS OF 19 ___

NAME _____ CAREER INTEREST _____

NAME OF FIRM OR PERSON VISITED _____

Complete this form and return to your principal counselor or advisor

PURPOSE: Please re-evaluate the Mission Possible Program.

INSTRUCTIONS: Mark an "X" beside the answer or answers that best describe your opinions and observations of the Mission Possible Program at this time.

"Neutral" means (a) no opinion or (b) no basis for an opinion.

1. Did Mission Possible provide information that you can use when seeking a job?

   72 Yes 18 No 13 Neutral

2. Has your reaction to the program been favorable?

   80 12 No 13 Neutral

3. Was the Mission Possible program a learning situation for you?

   80 Yes 12 No 11 Neutral

4. I plan to train for the following career: 72 Decided/28 Undecided

5. I will achieve my career goal by: (check one that applies)

   _____ attending a 4-year college. (Name) _____

   _____ attending a junior college. (Name) _____

   _____ attending a 2-year trade-technical school. (Name) _____

   _____ securing full-time employment upon leaving high school.

6. Are you now or have you ever been enrolled in a vocational education program? 27 Yes/74 No

   Which courses: _____

   _____

7. Did your Mission Possible involvement help you decide whether you might enter into this field of work (type of occupation)?

   75 Yes 16 No 11 Neutral

8. Did your Mission Possible involvement cause you to change your career interest field?

26 Yes 76 No

9. If yes, what is your new area? _____

10. Did your Mission Possible involvement make subjects in school more relevant to you?

39 Yes 61 No

11. Which subjects? _____

12. Did Mission Possible change your post high school education plans?

12 Yes 60 No 30 still undecided

13. If yes, what are your new post high school education plans?

_____

14. Is there anything you did not like about the Mission Possible program?

57 Like 40 Dislike 8 Neutral

15. Do you have any suggestions as to how we could improve the Mission Possible program?

48 Yes 45 No

16. Was the information you received at the career site what you were looking for?

63 Yes 18 No 23 Neutral

17. Do you feel that the people at the career site did a good job of informing you?

77 Yes 14 No 13 Neutral

18. Did you feel uneasy with the people you met?

7 Yes 88 No 7 Neutral

19. Would you recommend the firm you visited to other students for a Mission Possible insight?

71 Yes 17 No 17 Neutral

20. Approximately how long did you stay at the career site? Average time for each student was 2 hrs. 10 min.

21. Do you feel that the length of time you spent at the career site gave you an adequate insight into that career area?

55 Yes 47 No

22. Would you be interested in visiting the same career field, but at a different career site?

74 Yes 28 No

23. Any career site preference _____

23. Did you ask the people at the career site if it would be possible for you to return at a later date for a longer period of time?

27 Yes 74 No

24. If it could be arranged, would you be interested in going back out in this career field for an extended period of time? (day, 2 days, a week)

73 Yes 29 No

25. Add any comments or information about the firm or person you visited.

SUGGESTIONS FROM PARENTS

1. Better communications with participating business people involved.

2. Maybe give a little more guide lines to the ones participating in it.

3. The concept is excellent. Needs more work.

4. Our son was well pleased with it. He was well received at the office he went to.

5. Our daughter was impressed and it helped give her insight in her chosen major. I think this is a fine Program.

6. Longer.

7. Possibly more time to attend places designated.

8. We feel she was fortunate to have had this opportunity. My three older ones never did.

9. A longer period of time.

10. By offering a clinic or medical type of work available to students.

11. I feel the professional people should be better informed about this Program. The one we saw was not sure what was expected of him.

12. Should do more of it.

13. Be more thorough.

14. I can't think of any improvements as we think the Program was very well organized.

COMMENTS FROM PARENTS

1. Perhaps she didn't get enough time to talk to the people, or perhaps it should have been two sessions instead of one. They did a good job though.

2. Very worthwhile.

3. We noted many people did not know of this Program and were not prepared to give information to the young people on short notice. Instead of a guided tour, they should get into the mechanics of a job and really learn what to expect, what education is required and the future of such a job. They are not interested in what a company looks like; they want to know what kind of work is being done and if this is what they are interested in doing.

4. Business people did not seem to be informed concerning the Program. I believe the Program has merit, but needs development. A student can hardly make a decision concerning a lifetime career by an interview of about a half hour. I believe in the Program and hope it will continue.

5. We have had little experience with the Program. Our son was involved in one interview, but he seemed impressed and any new learning experience is good.

6. My son seems to have been very pleased with his visit with Dr. Torgerson at Dakota Clinic. Thank you.

7. This has got to be the best thing that has ever happened to our son. He has chosen to be a Law Officer. The people that have worked with these young people have indeed earned one giant medal.

8. I don't feel our daughters learned much through this project. One never learns by looking, it must be by doing in our case. I felt it was a waste of time. They appreciated being shown around Pioneer Mutual, but as far as learning, they were disappointed.

9. Scott Jager saw Rick Tello at Dakota Hospital with the Lab Department. He was a great help to Scott and increased his desire to go to U.N.D. and enter Medical Tech. As we have such a small high school, I feel this was a great thing for the schools to do. Thanks for making this possible for him.

10. It has helped our son decide what to start in next fall, at least he feels he knows something of his vocation now; though it may change later.

11. It is a good Program. More of an observation and the possibility of discussion with people in the students area would be good.

12. It's very good!

13. I would like to see this Program continued. In the rural areas there is not much chance for the students to look into career areas and help them decide until they are on their way in college, and possibly a year or so is wasted by that time. We feel this has really helped Peggy.

14. Too early to really evaluate. The experience he obtained did give him a perspective he would not have otherwise obtained. This Program is probably too restrictive at this point. The Program, hopefully, can be geared to accomodate greater numbers of qualified students. Overall, our reaction is most favorable.

15. A good idea. Should develop to be a successful Program. Thank you.

16. Very good!

17. I think the Program is a great idea! It gives the student a chance to check out several fields he may be interested in and to narrow it down to his chosen career. Also, it allows him to change any courses, if necessary, after he has made his decision.

18. Our daughter did go to visit a day-care center and realized that this was not for her. She did sign up again for another Program, but has not heard from it as of yet. Thank you.

19. Our son visited the Weather Bureau and was very impressed, but I think he should have visited a second place of his choice - only my idea of it.

20. I believe the opportunity provided by Mission Possible is very good. Students need more projects such as this to help them decide on a career.

21. After visiting several places, our daughter has decided what she wants after graduation. Also, it has helped her pick her subjects for her senior year.

22. I think this has been a great Program as our daughter has made up her mind about what field she wants to go into after visiting with the people in that field. We thought the field of work she chose wouldn't be what she would like, but now, we as parents, think she will enjoy this profession after hearing her comments. It has helped both of us. We wouldn't advise her as we knew nothing of the field of Medical Technology so we were glad she got to visit a lab and experience the things that go on there. We believe this is a great Program and hope it will still be available when our freshman boy is a senior to help him make up his mind for a profession.

SUGGESTIONS FROM COMMUNITY PARTICIPANTS

1. Stress the importance of regular attendance. We don't feel the Program will benefit the student if they attend irregulary.

2. Have students follow their scheduled observation more closely.

3. Would be interested in the students feedback, if any, on their visits with us.

4. The Program must be explained to the participants completely.

5. Restrict this Program to high school seniors only or maybe juniors also. I interviewed a sophomore girl and she was very immature and was not really interested in trying to decide a career.

6. People coming to talk to students interested in special careers, slides, ect.

7. Possibly a on-the-job training for one day to follow the steps of the working employee.

8. I believe a Program involving one to two hours per day for ten days would give a student a better opportunity to observe and actually participate in the work day. This would be more effective.

9. The student that I had seemed to be "unguided".

10. Seems to be a good way of individually meeting immediate student interests.

11. Attempt to interest more students if possible.

12. Get the kids more involved in the project they decide on.

13. Send me a list of all students interested in my profession. I could then contact them & know of them when they call me for their interview or visit.

14. I don't mind visiting with one or two students each year, but no more.

15. Perhaps more communication from you to us regarding the Program, the student and our role.

16. More organization, more orientation of and for professionals contacted.. More information provided.

17. The Program is very successful as it is!

18. Allow academic credit for a honest effort made toward a career decision.

19. Some of the students who wished to come to the hospital had very unrealistic ideas.

20. Give background information on resource people to students. Help the student prepare pertinent questions. Make firm appontments with the resource people.

21. Students should possibly come more prepared with questions they would like answered.

22. I feel that the students that come to observe should have a list of questions ready to ask and to show some enthusiasm. Also, one of the girls that came to observe wore blue jeans and a t-shirt which I didn't think was appropriate for a hospital setting.

23. The Program should be limited to mature juniors and seniors.

24. Two weeks is too long. Best time is 2-3 days in a row so students can see routine.

25. Provide feedback from the student and school within two weeks after the participant has had the opportunity to observe/visit with the employer.

26. If possible, arrange part-time employment in area that student is interested in. Also, talk to nearby college about curriculum.

COMMENTS FROM COMMUNITY PARTICIPANTS

1. Very good idea. Helps make students feel confident at abilities they are pursuing in the "outside world".

2. Make mandatory each student involvement in the Program. Individual counseling sessions with each student, by school advisors, that encourages career planning.

3. I visited with a Collins boy from Shanley, interested in Industrial Engineering. I very much enjoyed visiting with this high school youth and finding out how high school is helping to prepare him for a career. I am glad to know we have a Program of this caliber in the Fargo Secondary Schools, and I appreciate the opportunity to help.

4. I feel the concept is excellent and endorse the Program without reservation.

5. We feel this Program has many good points. It assists the student in finding out if he/she is really interested in a particular career. Our facility would be happy to present a briefing to high school students on career opportunities available with the Federal Aviation Administration. Perhaps this would give more students an insight into career fields that they are otherwise unaware of.

6. I have personally become aware of many positive results. Excellent Program, keep up the good work.

7. This Program you have developed has the makings of a giant step in practical education. We have found in the past many students view the Broadcasting Industry with stars in their eyes and, subsequently, become disenchanted when given the inside picture. For those truly interested in a Broadcasting Career, we may be able to offer a clearer picture, and with your help, offer some sort of direction. Speaking for KQWB and KWIM Radios, I welcome any opportunity to assist you in your efforts. It's a fine opportunity for students to touch us and we them, something very necessary for a business as intangible as radio.

8. The big value to the Program is that it works on a one to one basis and in the area of the professional not in the school.

9. It sounds like a good deal to get the kids to see what a job is all about.

10. The four students who spent most of a day with me were very appreciative. Several wrote thank you notes and indicated they felt the Program was very helpful.

11. It seems as if the students were not aware of the purpose of the Program. They seemed unprepared and not really knowing what they were doing there. Perhaps a briefing as to appropriate questions to ask would have been valuable to the students.

12. I appreciate talking with students who express an interest in a particular field. It beats "Senior Days which was a free-for-all most of the time.

13. The kids seem interested, but it's hard for some to open up with questions. I'm sure that with them visiting more with business-men, ect. they will develop in this area.

14. We think this is a good idea and we would be willing to participate again next year. We enjoyed having Mary McDonnell visit the office.

15. I think it's great that high school students finally have a chance to observe and talk to someone in the career or occupation that they are interested in pursuing. Too many high school counselors know to little about to many careers and are giving some students inaccurate information.

APPENDIX G

SCHOOL	MILES FROM FARGO	SCHOOL STUDENT ENROLLMENT	MISSION POSSIBLE STUDENT APPLICATIONS	% OF STUDENTS PARTICIPATED
*NORTH	0	1,137	149	13.1 %
*SOUTH	0	1,339	74	5.5 %
SHANLEY	0	292	16	2.7 %
OAK GROVE	0	79	25	31.6 %
WEST FARGO	6	365	1	.01%
MAPLETON	12	21	17	80.9 %
ARGUSVILLE	18	26	4	7.8 %
CASSELTON	20	126	5	1.5 %
KINDRED	28	100	16	16.0 %
DAKOTA-ARTHUR	31	62	45	72.5 %
GRANDIN	33	25	28	104.0 %
LEONARD	35	20	21	102.0 %
CHAFFEE	35	24	18	75.0 %
BUFFALO	40	34	21	61.7 %
PAGE	50	53	17	32.0 %
		3,703	457	12.3 %

* Enrollment includes grades 10, 11, 12.

All other schools include grades 11, 12.

APPENDIX H

M I S S I O N P O S S I B L E

PROGRESS REPORT
(May 19, 1975 - June 6, 1975)

SCHOOL	MISSION POSSIBLE APPLICATIONS COMPLETED	MISSION POSSIBLE APPLICATIONS PENDING ASSIGNMENT	TOTAL
NORTH	147	2	149
SOUTH	71	3	74
CHAFFEE	18	-	18
KINDRED	16	-	16
LEONARD	21	-	21
GRANDIN	28	-	28
OAK GROVE	25	-	25
MAPLETON	17	-	17
BUFFALO	21	-	21
PAGE	16	1	17
DAKOTA-ARTHUR	45	-	45
SHANLEY	16	-	16
WEST FARGO	1	-	1
ARGUSVILLE	4	-	4
CASSELTON	5	-	5
TOTAL	451	6	457

COMPARISONS

Previous totals - - student participants

January 3 - January 28, 1975	187
January 28 - February 19, 1975	251
February 19 - March 10, 1975	344
March 10 - April 4, 1975	407
April 4 - May 19, 1975	444

The following is a breakdown of students who have participated in FASWEP by career cluster area as identified by the United States Office of Education.

1. AGRI-BUSINESS AND NATURAL RESOURCES 56
2. BUSINESS AND OFFICE 68
3. COMMUNICATIONS AND MEDIA 35
4. CONSTRUCTION 16
5. CONSUMER AND HOMEMAKING 31
6. ENVIRONMENT 16
7. FINE ARTS AND HUMANITIES 15
8. HEALTH 72
9. HOSPITALITY AND RECREATION 2
10. MANUFACTURING 28
11. MARINE SCIENCE 2
12. MARKETING, DISTRIBUTION, REPAIR 16
13. PERSONAL SERVICES 25
14. PUBLIC SERVICES 59
15. TRANSPORTATION 16

APPENDIX I

FARGO CHAMBER OF COMMERCE

January 14, 1975

Dear Chamber Member:

The enclosed literature explains the Mission Possible Program which is a project of our Fargo Public School District. Mission Possible is designed to provide students in-depth insight into a particular career area in which they are directly interested.

The Fargo Chamber of Commerce encourages your active participation in Mission Possible. Please complete and return the interest card and help a student open a career door by opening your door.

Sincerely,

Ken Larson

Ken Larson, CCE
Executive Vice President

/KL:kk
Encl.

321 North 4th Street P. O. Box 2443 Fargo, North Dakota 58102 Tele. (701) 237-5678

NORTH DAKOTA

COOPERATIVE EXTENSION SERVICE

NORTH DAKOTA STATE UNIVERSITY OF AGRICULTURE
AND APPLIED SCIENCE--U.S. DEPARTMENT OF AGRICULTURE
STATE UNIVERSITY STATION, FARGO, NORTH DAKOTA 58102

February 10, 1975

Mr. Jim Kortan
Project Coordinator
Fargo Public Schools
1104 Second Avenue South
Fargo, North Dakota

Dear Mr. Kortan:

Last Tuesday a kid by the name of Hahn (I think), I didn't get his first name or the name of his parents, stopped in for an hour or so. He said he would like an outdoor job working on fish or wildlife.

I left him at Dr. Peterka's door, but he had two students in there. If you know who he is, have him call me. I think there might be a job with Dr. Peterka.

Sincerely,

Irving Mark

Irving J. Mork
Extension Wildlife Conservationist

IJM:bc

INSURANCE BONDS REAL ESTATE

TWELFTH FLOOR • FARGO NATIONAL BANK BLDG.
PHONE (701) 237-3365 • FARGO, N. D. 58102

April 1, 1975

Lyle Sorum, Assistant Superintendent
Vocational Career Education
Fargo Public Schools
1104 2nd Avnue South
Fargo, North Dakota 58102

Re: Mission Possible

Dear Lyle:

In discussing your Mission Possible Program at our meeting of the Fargo Association of Independent Insurance Agents we have agreed to participate and meet with any interested students. Attached is a list of the Agencies as well as individuals who could be contacted for an interview. Possible you could rotate with the agents.

If we can be of any further assistance please give me a call.

Sincerely,

FARGO INSURANCE AGENCY, INC.

Jack R. Strickland
Assistant Marketing Manager-Surety

JRS/lh
enc.

HEKTNER INSURANCE	Al Hektner
DAWSON INSURANCE AGENCY	Bob Dawson
FARGO INVESTMENT CO.	Bill Boze
BAKER INSURANCE	Ralph Rudrud
DIXON INSURANCE	Jim Dixon
RUST INSURANCE	Bob Rust
PHILIP WATSON INSURANCE	Phil Watson
WARNER AND COMPANY	Harry Hayer
METROPOLITAN INSURANCE AGENCY	Dick Horst
HAMILTON INSURANCE AGENCY	Don Hamilton
FARGO INSURANCE AGENCY	Bob Carter or Jack Strickland

West Fargo Public School District

BOARD OF DIRECTORS
Mrs. Florence Bjornson — President
Mr. Kent Zabel — Vice President
Mrs. Jacqueline Brodshaug — Director
Mr. Gary Mailloux — Director
Mr. Michael Holland — Director

District Offices
207 West Main
West Fargo, N. Dak. 58078
Phone (701) 282-3387
August Keller, Superintendent

March 20, 1975

Mr. Lyle Sorum
Fargo Public Schools
1104 - 2nd Avenue South
Fargo, North Dakota 58102

Dear Mr. Sorum:

On behalf of the Cass County Schoolmasters Association, I would like to thank you and your staff for hosting the fine luncheon meeting on February 20th.

Mission Possible is a project which is having significant impact on individuals throughout the county. It is a warm feeling when we focus on students in a cooperative manner.

Please extend our thanks to Dave Dehle and Jim Kortan for their leadership of Mission Possible.

Sincerely yours,

Rollie Morud

Rollie Morud,
Secretary-Treasurer
Cass County Schoolmasters

RM/lr

U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
Box 2845
Fargo, North Dakota 58102
February 3, 1975

Mr. Jim Kortan
Fargo Public Schools
Fargo, North Dakota

Dear Mr. Kortan:

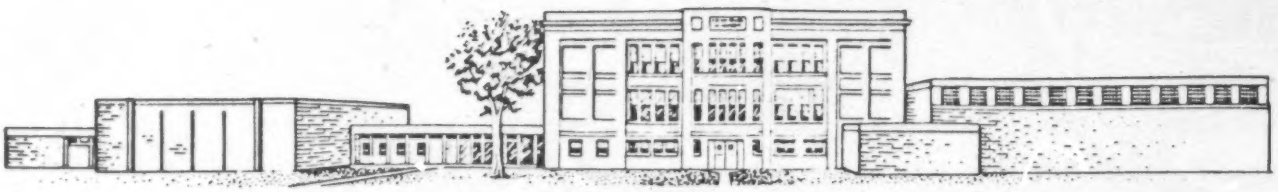
Mr. Kevin Vining visited the National Weather Service office during the afternoon of January 30th. He was an interesting visitor and we were glad to have him. During his visit we showed him the types of duties we had and why certain procedures were followed. We pointed out to him the advantages and disadvantages in our kind of work. I think he enjoyed the afternoon.

Sincerely,

E. Vernon Hendrickson

E. Vernon Hendrickson

APPENDIX J



CENTRAL CASS PUBLIC SCHOOL DISTRICT

Jerome R. Tjaden, Superintendent
CASSELTON 347-4432

Casselton, North Dakota 58012

PRINCIPALS

ICHAEL DREW
High School, Grades 7 - 12

HARLES ALLEY
Elementary, Kindergarten - 6

SCHOOL BOARD

CHARD HILBORN, President
ARY J NELSON, Vice Pres.
RNEST BUCHHOLZ
RS. GERALDINE DEUTSCH
ENNETH O. LINDSTROM
ENNIS KOTSCHEVAR
LROY FOLSTAD

ENNETH JOHNSON
Business Manager and Clerk

CK STREHLOW, Treasurer

May 7, 1975

Mr. Jim Kortan
Coordinator, Mission Possible
Fargo Public Schools
1104 2nd Ave. South
Fargo, N. Dak.

Dear Mr. Korton:

Although we did not have the entire year to participate in the Mission Possible program, I feel it was a success. Seven of our students indicated to me they were going to participate. If the program had been initiated before school began we feel it might have gained greater impetus and we would have had greater involvement. I feel we could have coordinated it with our vocational information and education program that is already in existence in many of the classes.

Thank you for allowing us to participate, we hope that any future programs of this nature will also allow our participation.

Sincerely,

R. E. Kraus

Ray E. Kraus
Counselor

RK/acs

AMENIA ELEMENTARY SCHOOL

PRESIDENT OF BOARD
Glenn Pueppke
Erie, N. D. 58029

CLERK OF BOARD
Mrs. Mary Marvel

TREASURER
Gale Hill

Dakota Public School District No. 3

Dakota Elementary
Hunter, N. Dak. 58048
874-2322

Dakota High School
Arthur, N. Dak. 58006
967-8344

DUANE SILSETH, SUPERINTENDENT

BOARD MEMBERS
Floyd Erickson
Gerold Grieger
Ted Moen
Jerald Radcliffe
Mrs. Marie Shields
Merle Widley

May 7, 1975

Jim Kortan
Coordinator
Mission Possible
1104 Second Avenue South
Fargo, North Dakota

Dear Mr. Kortan:

We would like to extend appreciation for a well-coordinated program whereby our young people had opportunity to anexposure of careers available and careersrfitting their particular interests. Our students enjoyed their visitations, and all commented that the experience was a plus for them.

We look forward to a continuation of the Mission Possible program for next year. If in some way we can be of assistance, do not hesitate to call upon us.

Thank you.

Sincerely,

Larry L. Huckins

Larry L. Huckins
Principal
Dakota High School
Arthur, North Dakota

MISSION POSSIBLE
COMMUNITY PARTICIPANT QUESTIONNAIRE

1. Has your reaction to Mission Possible been favorable?

   Yes X No ____ Neutral ____

2. Do you feel that this type of career education is helpful to a student in arriving at a career decision?

   Yes X No ____ Neutral ____

3. Do you have any suggestions as to how we could improve the Mission Possible Program?

   I can think of nothing to improve the Program. I feel it is excellent

4. Add any comments or opinions that you may have regarding the Mission Possible Program.

   and have heard nothing but positive comments. I will certainly support it next year again. M. Dehne North High

MISSION POSSIBLE
COMMUNITY PARTICIPANT QUESTIONNAIRE

1. Has your reaction to Mission Possible been favorable?

   Yes X No ____ Neutral ____

2. Do you feel that this type of career education is helpful to a student in arriving at a career decision?

   Yes X No ____ Neutral ____

3. Do you have any suggestions as to how we could improve the Mission Possible Program?

   _____

   _____

4. Add any comments or opinions that you may have regarding the Mission Possible Program.

I just feel the program is a great one. Keep up the good work on it. Youre doing a good job with it. I really don't have a good suggestion at this time. If I do I'll let you know.

S. Endrud Jr.
North High.
Counselor.

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102
Phone 701-235-6461

Superintendent
Dr. Vern S. Bennett

Assistant Superintendents
Dr. Harold C. Gulbrandson
Dr. Glenn Melvey
Mr. Lyle C. Sorum

May 6, 1975

Mr. Robert Glock
Principal
North High School
801 17th Avenue North
Fargo, North Dakota 58102

Dear Mr. Glock:

We are presently in the process of evaluating the effectiveness of the Mission Possible Program. Since you have been working so closely with the Program, we would appreciate, in letter form, any comments or suggestions that you may have regarding Mission Possible.

Thank you for your cooperation.

Sincerely yours,

Jim Kortan

Jim Kortan
Coordinator
Mission Possible

JK/sfc

Jim —

I view it as a highly successful program.. much more successful than I anticipated. I have no significant suggestions other than to keep up the hard work and perhaps to get a little more visability for the program through the media etc.

Bob

Mapleton Public Schools

DISTRICT NO. 7
MAPLETON, NORTH DAKOTA 58059

5-12-1975

Dear Jim,

As you probably already know, our students participating in "Mission Possible" benefited greatly. The program was well-received by <u>all</u> students and faculty members and in a few cases proved to be a link into future occupation & avocation. There were very few who remained uncommitted but perhaps previous outlooks had already solidified for these young people.

You have done well by us and please include us in the future!

Dan Layfield
Principal

West Fargo Public School District

BOARD OF DIRECTORS
Mrs. Florence Bjornson — President
Mr. Kent Zabel — Vice President
Mrs. Jacqueline Brodshaug — Director
Mr. Gary Mailloux — Director
Mr. Michael Holland — Director

District Offices
207 West Main
West Fargo, N. Dak. 58078
Phone (701) 282-3387
August Keller, Superintendent

May 12, 1975

Mr. Jim Kortan, Coordinator
Misson Possible
Fargo Public Schools
1104 Second Avenue South
Fargo, North Dakota

Dear Jim:

I think we missed the boat pretty much on the Mission Possible project this year. This was due to a combination of things. We appreciate, however, the opportunity to be a part of what I consider a very worthwhile project. In the event the program is in operation next year we will plan to take a much more active part in involving students.

Thank you for considering us.

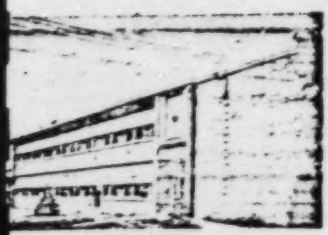
Sincerely yours,

L. Thoreson

Laurel Thoreson, Counselor
West Fargo High School
109 3rd Street
West Fargo, North Dakota

OAK GROVE

"THE HEART OF EDUCATION IS THE EDUCATION OF THE HEART"



lassroom - Administration

hysical Education Building

kson Hall - Girls' Dormitory

um Hall - Boys' Dormitory

May 16, 1975

Mr. Jim Kortan, Coordinator
Mission Possible
Fargo Public Schools
1104 Second Ave. S.
Fargo, N.D. 58102

Dear Mr. Kortan:

Oak Grove High School has participated in the Mission Possible Program this school year, and we feel this program has been very effective in helping students gain insight in their career interest areas. Direct contact with a person in the career field and observing the working conditions is so much more informative and factual than reading or hearing about the career from someone who is not directly involved with it. Some students have filled out more than one application for two different career fields or for two different job sites in the same career field.

Our students have not had a satisfactory experience in the area of nursing because of hospital policy to respect the privacy of patients. Perhaps something could be worked out for students to see nursing in action in an industry or nursing home or other setting.

We hope Mission Possible will continue next year, as it is a valuable career education program. We feel you have been doing a very good job in coordinating the project.

Sincerely yours,

Alice Underbakke

Guidance Counselor

APPENDIX K

FARGO PUBLIC SCHOOLS

District Office - 1104 Second Avenue South - Fargo, North Dakota 58102

Phone 701-235-6408

Superintendent
Dr. Vern S. Bennett

Assistant Superintendents
Dr. Harold C. Gulbrandson
Dr. Glenn McIvey
Mr. Lyle C. Sorum

January 16, 1975

Mr. Norman Tenneson
216 First National Bank Building
Fargo, North Dakota 58102

Dear Mr. Tenneson:

The Vocational Education Department of the Fargo Public School District has received a grant from the United States Office of Education to conduct a research project designed to help students from schools throughout Cass County gain career information. The project is entitled "Mission Possible". Enclosed is a packet of information on the program.

Mission Possible is designed to match a student who has an interest in a particular career with someone, primarily from the Fargo-Moorhead business and professional community, who is an expert in that career area.

Mr. Jim Kortan, an employee of the Fargo School District is responsible for making the arrangements between the student and the participant in the community. Generally, the arrangement will be one of observation for a period of time which is open and flexible. The student is told who to contact, and they make their own arrangements with the participant as to when and how long they will visit or observe. We hope to expand this project beyond observation into short-term employment, such as during vacations or long-term, such as for a full semester of paid training as an internship. Students are excused from school to participate in the program.

Releasing our students from school to go to a certain place in the community, or in the case of outlying school districts, to send their students to Fargo-Moorhead, has posed a legal question regarding liability in the event a student may incur an accident while in the process of going to or returning from a Mission Possible station.

It is not mandatory that students participate in the program. The program is conducted on a voluntary basis. The school district is simply opening a door for a student to gain an insight into a career interest area. Students request to be excused from school to meet with their Mission Possible participant.

In almost all cases students will be riding in private automobiles. What legal implications are there for:

1. The Fargo Public School District as the sponsor of the project?

2. The Fargo Public School District as a participant and allowing its students to go to a place in the community to observe a career in action?

3. The Cass County schools who elect to allow their students to come to the Fargo-Moorhead community to observe a career in action?

The above questions must be answered in order that we can be assured that we do not have any liability problems in regards to this program.

Thank you.

Sincerely,

Lyle C. Sorum
Assistant Superintendent
Vocational & Career Education

LCS/mah
Enclosure

TENNESON, SERKLAND, LUNDBERG & ERICKSON, LTD.
ATTORNEYS AND COUNSELORS AT LAW
216 FIRST NATIONAL BANK BUILDING
FARGO, NORTH DAKOTA 58102

ARTHUR W. CUPLER (1881-1963)
NORMAN G. TENNESON
CHESTER J. SERKLAND
LOWELL W. LUNDBERG
ARMOND G. ERICKSON
LAWRENCE A. LECLERC, JR.
JACK G. MARCIL

AREA CODE 701
PHONE 232-8957

January 23, 1975

Mr. Lyle C. Sorum
Assistant Superintendent
Fargo Public Schools
1104 Second Avenue South
Fargo, North Dakota 58102

Dear Mr. Sorum:

We are in receipt of your letter of January 16th in which you outline the research project entitled "Mission Possible" to be conducted by the Vocational Education Department of the Fargo School District. We have also reviewed the packet of information enclosed with your letter.

Our understanding is that the project will not involve any transportation by automobile of the student to or from the participant company by any employee of the School District. The function of the Fargo School District and its employees as sponsor of the project, would be limited to putting the student in touch with their Mission Possible participant. The sponsor would seem to serve only as a conduit to bring the student and the community participant together and that when this has been accomplished its responsibility would cease.

Under the circumstances as outlined in your letter we can see no basis upon which the Fargo School District would incur any legal liability for any accident which might occur while students are riding in private automobiles to or from their career interest area.

You also indicate that the program will be conducted on a voluntary basis upon the request of the student to be excused

from school. The student application which you propose to use could perhaps be improved by having the parent as well as the student sign it.

Yours very truly,

TENNESON, SERKLAND, LUNDBERG & ERICKSON, LTD.

Norman G. Tenneson

NGT:lpg